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UNITED STATES DEPARTMENT OF AGRICULTURE
Director of Information

October 14, 1937.

MEMORANDUM FOR BUREAU EDITORS.

The Joint Committee on Printing has adopted a resolution calling attention to Title 44, Chapter 3, Section 76, U. S. Code, which reads as follows:

> " ***The head of each of the executive departments, bureaus, and offices of the Government shall deliver to him (the Superintendent of Documents) a copy of each and every document issued or published by such department, bureau, or office not confidential in its character. ***"

The resolution requested the Chairman of the Committee to point out that such publications shall include all material produced by the multilith, multigraph, mimeograph or other similar process of reproduction.

The resolution also provided that the Chairman of the Joint Committee request each executive department, independent office, and establishment of the Government to furnish monthly to the Superintendent of Documents a list, in duplicate, of all processed material produced during the preceding month, including maps, but not blank forms, circular letters, or material of an administrative nature.

The Office of Information has submitted such a list covering the month of August for all bureaus. We also consulted with interested officials in an attempt to draw a line between types of material that should, and types that should not be listed. Generally speaking, the lists should include everything that has some historic or permanent value except blank forms, circular letters, confidential and administrative material.

The Office of Information will review and transmit the monthly lists to the Superintendent of Documents. Accordingly, please send us, not later than the 15th of each month a duplicate list of all such material processed during the preceding month and a sample copy of each item listed. The list should give the following for each item:

1. Title.
2. Number of pages.
3. Number of copies issued.
4. Whether for distribution or office use.

These lists will be used by the Superintendent of Documents in checking material received in accordance with the provision quoted in the first paragraph of this memorandum. One copy of the list will be returned to us with a request for missing publications. To avoid delays we are now compiling the report covering the month of September for the whole Department. We will appreciate receiving from your bureau lists of material issued in October and subsequent months.

Sincerely yours,

Jerome J. Henry,
Assistant to the Director.